



United States Department of Agriculture
EXTENSION SERVICE
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OUTLINE FOR
NATIONAL APPRAISAL OF HOME DEMONSTRATION WORK

Prepared by Committee on Appraisal of Home Demonstration Work,
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Introduction.

1. General statement on home demonstration work.
2. The contribution home demonstration work makes toward the
general aims of the Extension Service and its accomplishments.
3. Reasons for appraisal.

Division I, Aims, objectives and policies.

1. General aims and objectives of Extension Service work in the
States.
2. Aims, objectives, and policies governing home demonstration work
in the States in the light of present-day situations and needs.
 - a. Aims of home demonstration work.
 - (1) Purpose of home demonstration work.
 - (2) The needs justifying the existence of extension
work with farm women.
 - (3) The realistic and idealistic aims, involving the
whole farm family.
 - (4) Influence on rural welfare.
 - b. Objectives of home demonstration work.
 - (1) Direction of endeavors. Are we on the way?
 - (2) Ultimate and immediate objectives or goals in
home demonstration work as a whole.
 - c. Policies (State and institutional).
 - (1) Administrative plan: Place of home demonstration
work in the Extension Service administrative
plan and program.

- (2) Place of home demonstration work in the institutional scheme.
- (3) Relationship of home-economics department of college or university to home demonstration work as to the following items of importance:
 - (a) Selection of personnel.
 - (b) Preparation and approval of subject-matter publications.
 - (c) Staff meetings: How often, and type of program.
 - (d) Subject matter.
 - (e) Field work by residence staff.
 - (f) Courses in home-economics department.
 1. Planned in preparation for extension work. List courses.
 2. Advanced courses for extension workers in service. List courses.
- (4) Departments other than home economics offering special courses to extension workers. List courses.
- (5) Home-economics research which is being done and has been done in past 5 years by the home-economics department and experiment station which has reinforced home demonstration work in the State.

Division II, Finances and personnel.

1. Finances.

- a. Federal, State, and county funds used in salaries and travel for leaders and assistants, district agents (supervisory), specialists, county home demonstration agents, assistant county home demonstration agents, agents at large, apprentices. Total of each fund for each group and grand total for each group. Percentage of total appropriation of each fund used for each of above groups of workers.
- b. Amount of additional funds and personnel, State and county, needed to take care of present demands in home demonstration work most satisfactorily.
- c. Number of additional workers in each of above groups and additional budget necessary to take care of ultimate plans and needs in home demonstration work.
- d. Average salaries, minimum and maximum, for each group of workers. Increase or decrease in the averages in the period of past 5 years.

- e. What county sources finance home demonstration work, public and private; average yearly amount?
- f. County financing plans as to travel, supplies, and stenographic assistance.
- g. Do you have any system or plan for promotion of State and county home demonstration workers?
- h. Proportion of total funds used for extension publications expended for:
 - (1) Promotional and informational - home demonstration work.
 - (2) Home-economics subject matter - for adult use largely.
 - (3) List titles of such publications published in past 2 years.
 - (4) Total number of publications distributed in 1939 largely for use by rural women.

2. Personnel.

a. State and county personnel:

State leaders or agents: Number, general duties, reports to whom.
Assistant State leaders or agents: Number, general duties, reports to whom.
Specialists: Number, general duties, reports to whom.
District agents (supervisors): Number, general duties, reports to whom.
Agents-at-large: Number, general duties, reports to whom.
County home demonstration agents: Number, general duties, reports to whom.
Assistant county home demonstration agents: Number, general duties, reports to whom.

- b. Tenure of service: Average for State leaders, assistant State leaders, district agents, specialists, and county home demonstration agents.
- c. What percentage of the county home demonstration agents were appointed for first time in 1939?
- d. Number of State and county home demonstration workers with bachelor degrees; with master; with doctorates; with no degree.
- e. Is the approval of county fiscal agency or county organization necessary in selection of new agent?
- f. Employment requirements as to degree, age, experience.

- g. Policy as to employing married women.
- h. Apprentice plan.
- i. What proportion of time do district agents and home-economics specialists give to extension work with women; with girls; to older youth; to special activities; to counties with and without home demonstration agents?
- j. What proportion of time do home demonstration agents give to extension work with women; with older youth; with 4-H Clubs?
- k. Office facilities, State and county.
- l. What is plan for sabbatic leave for:
 - (1) State home demonstration workers?
 - (2) County home demonstration agents?
- m. What is the college academic standing of:
 - (1) State home demonstration workers?
 - (2) County home demonstration agents?

Division III, Organization.

1. Community groups.

- a. Name and general plan of organization of home demonstration groups.
- b. Number of organized home demonstration groups.
- c. Are there any membership requirements?
- d. In general, what is status of members? Proportion of owners and tenants?
- e. Average number of meetings held each year; where are meetings held; length of meetings; average number of community meeting attended by home demonstration agents per county each year.
- f. General plan of program at meetings.
- g. Proportion of groups made up of women from farms and ranches.
- h. Proportion of groups in towns less than 1,000.

- i. Proportion of groups in towns from 1,000 to 2,500.
 - j. Proportion of groups in towns over 2,500.
 - k. Proportion of above groups having both rural and urban women.
 - l. What other community groups in addition to organized home demonstration groups carry out home demonstration programs; extent of program?
2. County organization.
 - a. Number of county home demonstration councils, county federation of home demonstration clubs, county home-economics advisory extension committees, etc.
 - b. How representation on county groups determined?
 - c. How do county groups function? How often do they meet?
3. State and district organization.
 - a. Name.
 - b. How organized, how often, and where are meetings held?
 - c. Functions.
 - d. Is State organization affiliated with any National organization; International organization? Name of organizations.

Division IV, Program.

1. Community programs.
 - a. By whom determined and how?
 - b. To what extent do extension agents influence the selection of subjects and activities in the program.
 - c. To what extent do other factors have to be considered in determining programs - assistance of specialists, local leaders available, etc.
 - d. Does the National Annual Report Form influence the extension agent in her suggestions as to program planning in communities and counties?

- e. Do community home demonstration programs include only one project or activity each year? If more than one, how many? What plan is more prevalent? Which do you think is the better plan? Reasons for each type of planning.
- f. What kind of reports are obtained from the women?
- 2. County programs.
 - a. Determined by what group listed and how?
 - (1) County home demonstration council.
 - (2) County program committees.
 - (3) County planning conferences.
 - (4) Other means.
 - b. In how many counties is there a plan for cooperation between the county home demonstration agent and the county agricultural agent in county program making? What is the plan?
- 3. Problems involving united effort.

What are the larger problems and interests of the farm families which require organized group action? Example, Rural Electrification, etc. To what extent is the Extension Service taking the initiative in such problems and interests and how?
- 4. Opinions of farm families themselves (25 or more from each State).
 - a. How has the home demonstration program benefited the farm family?
 - b. What are some of the important needs of rural life as you see them today?
- 5. Special programs for young women or young mothers or young couples.

To what extent are we reaching these groups?
- 6. To what extent are we reaching farm families in the State?
 - a. Through organized groups.
 - b. Other means.
- 7. Ages of women.

Ages of 1,000 women belonging to home demonstration groups. Varied types of groups selected. Give number of counties represented. Age groups: 20 to 29, 30 to 39, 40 to 49, 50 to 59, 60 and above.

Division V, Relationship to other National and State agencies.

The type of cooperation with each of the following:

United States Department of Agriculture.

1. Agricultural Adjustment Administration.
 - a. Agricultural Conservation programs.
 - b. Consumers' Counsel.
 - c. Other activities.
2. Office of Land Use Coordination.
3. Bureau of Home Economics.
4. Bureau of Agricultural Economics.
 - a. Land economics.
 - b. State and local planning.
 - c. Program study and discussion.
 - d. Farm population and rural life.
5. Farm Credit Administration.
6. Commodity Credit Corporation.
7. Rural Electrification Administration.
8. Farm Security Administration.

Federal Security Agency.

1. Office of Education; Vocational Education.
2. Social Security.
3. National Youth Administration.

Federal Works Agency.

1. Work Projects Administration.

U. S. Department of Labor.

1. Children's Bureau.
2. Women's Bureau.

Other Federal agencies.

Section V. Relationship to other National and State agencies

The type of cooperation with each of the following:

United States Department of Agriculture

1. Agricultural Adjustment Administration

2. Agricultural Conservation Program

3. Emergency Conservation Work

4. Farm Administration

5. Office of Farm Security Administration

6. Bureau of Plant Industry

7. Bureau of Entomology and Plant Quarantine

8. Forest Service

9. Soil Conservation Service

10. Extension Service

11. Rural Electrification Administration

12. Rural Rehabilitation Administration

13. Rural Resettlement Administration

14. Rural Electrification Administration

15. Rural Rehabilitation Administration

National Security Agency

1. Division of Intelligence, Technical Assistance

2. Special Security

3. National Security Administration

National Youth Agency

1. Youth Service Administration

U. S. Department of Labor

1. Children's Bureau

2. Women's Bureau

Other Federal Agencies

Public Health and other State agencies and organizations.

State organizations, non-governmental.

Division VI, Local leadership.

1. Number of leaders.
Project, officers of groups, others.
2. Proportion of leaders to total membership of groups conducting home demonstration program.
3. How are leaders selected?
4. Average tenure of leaders.
5. Average estimated amount of time leaders give.
6. How many training meetings do leaders attend during the year? Other means of training.
7. Do you have special training meetings for officers?
8. To what extent are local leaders furnished illustrative material?
9. To what extent is travel of local leaders financed? By whom?
10. What kind of reports do local leaders make?
11. To what extent is work of local leaders supervised and by whom?
12. Average number of local-leader training meetings per county per year.
13. Average number of women per county who are special result demonstrators of improved practices.

Division VII.

Looking forward.

1. General reactions of directors, State leaders, or agents and State specialists with respect to future of home demonstration work
2. Suggested adjustments and recommendations.

Division VIII.

1. Conclusion.
2. Appendix: Statistical results for 1939.

